

**Functional Series 300**  
**Acquisition and Assistance**

**INTERIM UPDATE 03-12**

**SUBJECT:** Reissuance of ADS 331, Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card

**REVISED MATERIAL:** This notice announces reissuance of ADS 331, as re-titled above, effective September 15, 2003. The chapter, including a new Mandatory Reference, the USAID Worldwide Purchase Card Program Manual, addresses the policies and procedures for procurements not exceeding the Simplified Acquisition Threshold (generally \$100,000).

**EFFECTIVE DATE:** 09/15/2003

**[Attachment 1: ADS 331, Simplified Acquisitions, Micro-Purchases, and Use of the USAID Worldwide Purchase Card](#)**

**[Attachment 2: USAID Worldwide Purchase Card Program Manual](#)**

POLICY

USAID/General Notice  
M/OP/POL  
09/29/2003

Subject: Reissuance of ADS 331, Simplified Acquisitions, Micro- Purchases, and Use of the USAID Worldwide Purchase Card

This notice announces reissuance of ADS 331, as re-titled above, effective September 15, 2003. The chapter, including a new Mandatory Reference, the USAID Worldwide Purchase Card Program Manual, addresses the policies and procedures for procurements not exceeding the Simplified Acquisition Threshold (generally \$100,000). Cardholders must use the purchase card for procurements of commodities and services that are eligible for purchase with the card when the purchases do not exceed their transaction limits, unless the vendor does not accept the card.

The revised chapter and the purchase card manual are attached.

Points of Contact: Inquiries concerning the purchase card program may be directed to its Agency Program Coordinator, Ms Velma Jones, M/OP/E, (202) 712-0117, [vjones@usaid.gov](mailto:vjones@usaid.gov). Inquiries regarding the remainder of ADS 331 and the issuance of this notice may be directed to Mr. Kenneth Monsess, M/OP/POL, (202) 712-4913, [kmonsess@usaid.gov](mailto:kmonsess@usaid.gov).

## Notice 0947

File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
lu3_0312_092903_nocd	09/29/2003	09/15/2003	N/A	33	This IU will be sunset when ADS CD 33 is released.

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